

<b>Cabinet Meeting</b>		<b>Agenda Item: 8</b>
<b>Meeting Date</b>	12 February 2020	
<b>Report Title</b>	Procurement of Staying Put Framework	
<b>Cabinet Member</b>	Cllr. Ben Martin, Cabinet Member for Housing	
<b>SMT Lead</b>	Emma Wiggins, Director Regeneration	
<b>Head of Service</b>	Charlotte Hudson Head of Housing, Economy and Community Services.	
<b>Lead Officer</b>	Susan Hughes	
<b>Key Decision</b>	Yes	
<b>Classification</b>	Open	
<b>Recommendations</b>	1. That the Cabinet approves to enter into a new contractor framework for Staying Put starting April 2020 for an initial period of 2 years.	

## **1 Purpose of Report and Executive Summary**

- 1.1 The current framework contract expires on 30 September 2020. The Staying put team carried out a one stage tender process based on the most economically advantageous tender (MEAT) which was evaluated on 40% price and 60% quality.
- 1.2 This report summarises the procurement process and its results and seeks Cabinet approval of the recommended contractors.

## **2 Background**

- 2.1 Staying Put is the Council's in-house Home Improvement Agency, which provides adaptations and repairs within the homes of elderly and vulnerable residents across the Borough. The service manages a Contractor Framework for the delivery of works funded primarily through Disabled Facilities Grants (DFGs). The current Framework started in October 2015 and consists of only 7 contractors as some have left or been taken off the list due to quality of works.
- 2.2 The Framework operates as a preferred suppliers list for physical works carried out in people's private homes. Works undertaken through the Framework are DFG adaptations to properties, such as the installation of flush-floor showers, work to prevent falls, such as the installation of grab rails, work to enable people to be discharged from hospital; such as moving bedrooms downstairs; and other minor works and adaptations to a property, such as installing wheelchair ramps or clearing

rooms where hoarding has been taking place to allow a person to live safely. The Council have undertaken a procurement exercise for a new framework agreement as the existing one is working well but needs renewing due to the contract expiring in September 2020, but we have also lost some contractors from the existing framework so need to procure

- 2.3 Funding for works under the Contractor Framework is secured through Swale's Disabled Facilities Grant (DFG). DFG's can be used for home adaptations, home repair works and for work associated with hospital discharges and falls prevention namely works that fall within the Housing Assistance Policy.
- 2.4 The opportunity for contractors to tender was advertised in accordance with current contract standing orders, with interested parties asked to complete an Invitation to Tender. 20 contractors' submitted tenders and scores were allocated by a panel made up of Staying Put Manager and Senior Grant Officer according to the criteria explained in the tender document and officers also inspected examples of their work to check on quality prior to confirming approval.
- 2.5 18 of the 20 contractors met the minimum requirements. Therefore, it is proposed to enter into a contract with these 18 contractors that Staying Put will use for work that is undertaken through their service. Some works may be small like galvanised rails and some larger like flush floor showers and extensions. 9 of the companies are local to Swale with 7 of them being contractors we have used before. All 9 local builders are in the top 10. We will use the top scoring 10 contractors to start with and if any contractor is taken off or decides to stop working with us, we will then use the next contractor from the waiting list.
- 2.6 The following is the list of builders that have met the criteria and are placed on the framework in order of scoring : -

Placing on list	Propose to use from April 2020		Waiting list
1	JD Systems	12	Trinity Construction
2	Hubbard and Houghton	13	Advance Building and Maintenance Services
3	Daytrad	14	DBM Properties Limited
4	Coldwell Construction	15	MCL Mechanical Houlding Limited
5	Gregory Kent Limited	16	Tailored Maintenance and Home Improvements
6	Acorn Maintenance Services Limited	17	Metro Rod

7	Astral Limited	18	Perfect Homes Limited
8	South East Builders		
9	Willow Tree Homes Solutions		
10	Evolve Mas UK Limited		
11	Wynsdale (for clearing only)		

### **3 Proposals**

3.1 Cabinet is requested to approve the proposal to enter into a contract with 18 contactors as part of the framework for 2 years with an option to extend for a further 2 years.

### **4 Alternative Options**

4.1 If a new Framework Agreement is not put in place, works would need to be procured using the Council's Standing Orders approach to procurement, i.e. quotes would need to be sought for each work undertaken, which would be time-consuming and potentially more costly. Each year, around 300 jobs are put through the Framework Agreement; seeking quotes for each of these would be a time-consuming process, which could potentially incur delays for the customer.

4.2 In addition, rates for individual types of works are fixed under the Framework Agreement, meaning that the Council knows the costs of works for the lifetime of Agreement and that they are competitive, providing better value for money for the customer and taxpayers. If the Council were to seek quotes for each item of individual work, there would be less control over costs.

### **5 Consultation Undertaken or Proposed**

5.1 Customer satisfaction surveys are carried out following works being undertaken. Customer feedback from previous clients was used to inform the specification used during the procurement exercise.

### **6 Implications**

Issue	Implications
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Corporate Plan	Appointing contractors that meet a good quality standard and provide good value for money is supporting the priorities within the emerging corporate plan.
Financial, Resource and Property	<p>Works undertaken as part of the Contractor Framework Agreement are provided under the Disabled Facilities Grant (DFG). This has been growing over the years due an increased Grant budget.</p> <p>Anticipated annual spend on the framework contract will be £1,000,000 per year. The total contract value for the first two years is therefore, estimated as £2,000,000</p>
Legal, Statutory and Procurement	<p>The nature of the works carried out under this agreement fall under the activities listed in Schedule 2 of the Public Contracts Regulations 2006, constituting Works within the meaning of the 2006 Regulations.</p> <p>The total value of contract works over a 2-year period has been estimated at £2,000,000.</p> <p>In consideration to the Public services Act 2012 a percentage of the scoring was contributed to social value. This encouraged contractors to use local employees and some gave examples of things they have done to support the local community with a few saying they support work experience places.</p>
Crime and Disorder	None identified at this stage
Environment and Sustainability	None identified at this stage
Health and Wellbeing	The works carried out under the Framework will have a positive impact on the health and wellbeing of elderly and disabled residents across Swale. Works undertaken will provide adaptations and home improvements that will make residents' homes safer and help them to live in their own homes for longer rather than either staying in hospital or moving into residential care.
Risk Management and Health and Safety	The management of financial and operational risks, including health and safety, were considered as part of the Council's agreed procurement processes. Successful organisations will be required to ensure that they comply with minimum health and safety standards and adhere to the Council's Health and Safety policy. Responsibility for health and safety of contractors will remain with the contractor organisation.

<p>Equality and Diversity</p>	<p>The new Framework will actively support elderly and disabled residents within Swale, by helping them to live in their own homes for longer.</p> <p>As part of the procurement exercise, bidders were asked to confirm their commitment to comply with the Equalities Act 2010 around discrimination. They were also checked to ensure that they have not been found guilty of any unlawful discrimination or been subject to a formal investigation by the CEHR within the proceeding 3 years.</p> <p>These proposals do not envisage any change in the level of service provision to residents with particular protected characteristics (age, disability) and therefore does not require a formal impact assessment.</p>
<p>Privacy and Data Protection</p>	<p>Information from customers is held on the Foundations database. All personal information held as part of the DFG application process or Staying Put casework is protected from unauthorised access or disclosure as per council policy.</p>

## **7 Appendices**

none

## **8 Background Documents**

none